

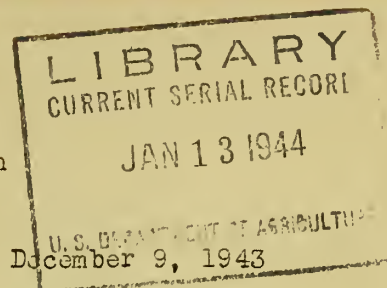
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P 18 P 94

WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.



PROGRAM LIAISON MEMORANDUM NO. 1

To: All Branch and Division Chiefs and Regional Directors  
From: J. P. Hatch, Chief, Program Liaison  
Subject: Assignments of Responsibility for Liaison with FDA Supply Programs

Responsibility for servicing the FDA food supply programs has been assigned to the liaison officers within Program Liaison as follows:

Army, Navy and Marine Corps; USDA Forest Service; Cash Sales to miscellaneous claimants other than those listed below. In charge of contracts with the Office of Foreign Economic Administration.

<u>Name</u>	<u>Room No.</u>	<u>Extension</u>
J. P. Hatch	433-W	5173-4
F. R. Burke	433-W	3697-8
M. F. Klutey	426-W	5623

War Shipping Administration

E. F. Kiley and J. A. Burke	430-W	4764-5
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Caribbean Program; British Colonies Supply Mission (Caribbean Colonies); Netherlands Purchasing Commission; Commodity Credit Corporation; United Netherlands Navigation Company; Dominican Republic; Java Pacific Line.

L. M. Swenson	428-W	2218
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American Red Cross; Alaska Program; Prisoners of War; Rubber Development; Defense Supplies; United States Commercial Company; Bureau of Public Roads (Inter-American); Department of Indian Affairs (Dept. of Interior); Hadassah Program; Seed Program (Coordinator of Inter-American Affairs); Panama Railroad; Poland; Yugoslavia; Swedish Government; Evangelical Free Church of America; Procurement-Treasury; Turkey; Switzerland; War Relocation Authority; African Trading Navigation Corporation; Canadian Red Cross.

M. J. Post	429-W	4303-9
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Russian Program

T. M. Gachet and J. A. Burke	427-W	5963-4
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British Program

J. B. Long	425-W	4321
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Hawaiian Program; Veterans' Administration; United States Naval Academy Dairy.

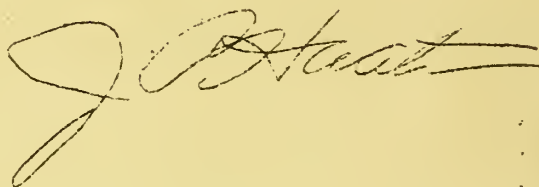
E. J. Talbot	424-W	5392
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North and French West African Program; Greece; Relief and Rehabilitation Program; Department of State.

<u>Name</u>	<u>Room No.</u>	<u>Extension</u>
O. S. Homstad	423-W	6301

Icelandic Purchase Program; Federation of Iceland Cooperative Societies; Iceland Purchasing Commission; French Committee of National Liberation; Commodity Price Stabilization Corporation Ltd.; Russian War Relief; French Relief Societies, Inc.

H. W. Prentice	429-W	5087
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P 18 P 94  
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WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington 25, D. C.

February 1, 1944

PROGRAM LIAISON MEMORANDUM NO. 1, SUPPLEMENT 1

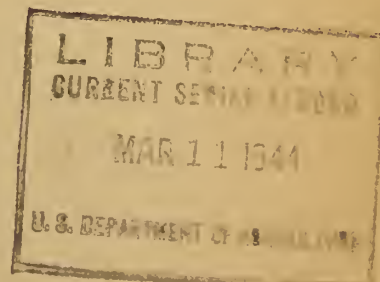
To: All Branch and Division Chiefs and Regional Directors  
From: J. P. Hatch, Chief, Program Liaison *J. P. Hatch*  
Subject: Assignments of Responsibility for Liaison with FEA Supply Programs

Due to the increased responsibility of Program Liaison Mr. E. M. Gachet is hereby designated as an Assistant to the Chief. Mr. J. L. Gaspard (Room No. 427-W, Telephone No. 5933) will succeed Mr. Gachet as Liaison Representative for the Russian Program.

Mr. M. P. Parker (Room No. 424-W, Telephone No. 5592) is hereby designated Liaison Representative for the Hawaiian Program, Veterans Administration, U. S. Naval Academy Dairy and Department of Interior exclusive of the Caribbean Program. Mr. Parker will succeed Mr. L. J. Talbot who has left Program Liaison to accept a Commission in the U. S. Navy.

The Department of Interior Program exclusive of Caribbean was formerly handled by Mr. W. J. Post.

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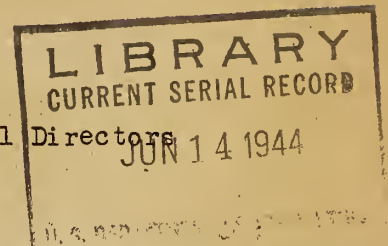


WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington 25, D. C.

April 1, 1944

PROGRAM LIAISON MEMORANDUM NO. 1

Supplement 2



To: All Branch and Division Chiefs and Regional Directors  
From: J. P. Hatch, Chief, Program Liaison  
Subject: Reassignment of Responsibility for Liaison with OD Supply Programs

In view of the entrance of O. S. Homstad, F. R. Burke, N. J. Post, E. F. Kiley, Jr. and E. J. Talbot into the Armed Forces, the responsibility for servicing the Office of Distribution supply programs has been reassigned as indicated below:

<u>Name</u>	<u>Room No.</u>	<u>Extension</u>
Mr. Long will assume the duties of F. R. Burke and will serve as Assistant Chief of Program Liaison.		

British Program

J. B. Long	433-W	3697-8
H. W. Prentice, Assisting	430-W	5087

Russian Program

J. T. Gaspard	427-W	5963
J. A. Burke, Assisting	426-W	2440

Army, Navy and Marine Corps; Cash Sales to Miscellaneous Claimants.

M. F. Klutey	435-W	5623
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War Shipping Administration

H. O. Wands	425-W	4764
H. H. Knapp, Assisting	426-W	6010

Hawaiian Program; United States Naval Academy; American Red Cross; Alaska Program; Prisoners of War; Poland; Yugoslavia.

M. P. Parker	424-W	5549
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North And French West African Program; Greece; Relief and Rehabilitation Program; Department of State; French Colonial Supply Mission; Coordinator of Inter-American Affairs (Seed Program)

H. E. Pryor	429-W	4308-9
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Name

Room No.

Extension

Caribbean Program; British Colonies Supply Mission (Caribbean Colonies); Netherlands Purchasing Commission; Commodity Credit Corporation; United Netherlands Navigation Company; Dominican Republic; Java Pacific Line.

L. N. Swenson

428-W

2218

Rubber Development Corporation; Defense Supplies; United States Commercial Company; Bureau of Public Roads (Inter-American); Department of Indian Affairs (Dept. of Interior); Hadassah Program; Panama Railroad; Swedish Government; Evangelical Free Church of America; Procurement-Treasury; Turkey; Switzerland; War Relocation Authority; African Trading Navigation Corporation.

T. M. Gachet

423-W

6301

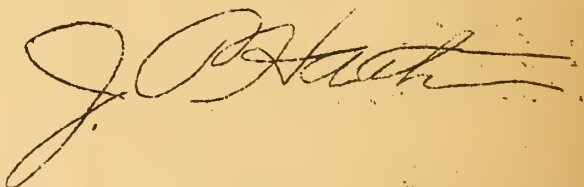
Federation of Iceland Cooperative Societies; Iceland Purchasing Commission; Commodity Prices Stabilization Corporation Ltd.; Russian War Relief; Canadian Red Cross and in charge of contracts with the Foreign Economic Administration.

H. W. Prentice

430-W

5087

Although these reassignments are effective immediately, Mr. Post will continue with his previous programs until reporting for service.



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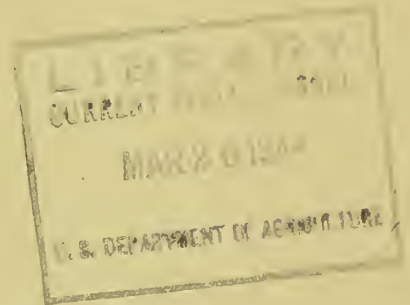
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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

December 13, 1943

PROGRAM LIAISON MEMORANDUM NO. 2

To: Branch and Division Chiefs  
From: J. P. Hatch, Chief, Program Liaison  
Subject: Deliveries Against Requisitions



FDA attempts to order and deliver the exact quantities asked for in Lend-Lease requisitions, and in the majority of cases this is accomplished. There are certain instances, however, in which there will be over or under deliveries. In order to avoid unnecessary paper work in preparing amendments to requisitions to cover minor variances from the quantity stipulated, the following agreement has been concluded with the Office of Lend-Lease Administration:

" \*\*\* the acceptance of over and short deliveries against requisitions should be based entirely on the production, packaging, or shipping practices peculiar to the particular commodity involved by using a maximum tolerance of 5%. This 5% maximum is not intended to permit over deliveries where the requisitions can be filled in the exact quantities called for \*\*\*" (Memorandum from OLLA - November 13, 1943)

It should be noted that this is not a blanket authority to increase or decrease purchases or shipments for all Lend-Lease requisitions, but is limited to those specific instances where production, packaging, or shipping practices require over or under procurement or shipment. In all other instances, requisitions must be amended to cover the exact quantity.

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*J P Hatch*



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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

December 13, 1943

PROGRAM LIAISON MEMORANDUM NO. 3

To: Branch and Division Chiefs

From: J. P. Hatch, Chief  
Program Liaison

Subject: Procedure for Use of Form OLLA-202 "Advice of Suspension  
of Procurement"

The Office of Lend-Lease Administration has adopted the new form OLLA-202, replacing Form F, to be used in suspending action on Lend-Lease requisitions. These forms are to be used by both OLLA and the procuring agency to formalize suspensions.

Whenever FDA is unable to procure a requisitioned item, the commodity branch concerned shall notify Program Liaison. Program Liaison shall then complete Form OLLA-202, "Advice of Suspension of Procurement", in an original and three copies and transmit the original and one copy to the Office of Lend-Lease Administration, retain one copy for its files, and send the remaining copy to the commodity branch concerned.

The completion and submission of Form OLLA-202 is indicative that procurement action for the articles under consideration is suspended, rather than terminated, until such time as FDA receives definite instructions from OLLA either reinstating or terminating the action.

A facsimile copy of "Advice of Suspension of Procurement" is attached together with a copy of Procedural Bulletin No. 12 explaining in detail the use of the new form.

Attachments-2

*J. P. Hatch*

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ADVICE OF SUSPENSION OF PROCUREMENT

TO: Foreign Economic Administration  
Office of Lend-Lease Administration  
Washington, D. C.

Requisition No. \_\_\_\_\_

Advice No. and Date \_\_\_\_\_

Requisition Item No.	Description of Articles Suspended	Quantity	Value

Reason for Suspension \_\_\_\_\_

Copies of War Production Board Action Attached: Yes ( ) No ( )

Status of Procurement \_\_\_\_\_

Check One:

- 1. ( ) No. contracts issued
- 2. ( ) Partially contracted (Quantity \_\_\_\_\_)
- 3. ( ) Fully contracted

Check one or both, if applicable:

- 4. ( ) Goods in process of production (Quantity \_\_\_\_\_)
- 5. ( ) Partially delivered by supplier (Quantity \_\_\_\_\_)

Signed \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_

NOTICE TO PROCEED

TO: \_\_\_\_\_

(Procuring Agency)

Requisition No. \_\_\_\_\_

Advice No. Dated \_\_\_\_\_

You are hereby authorized to proceed with the procurement of all articles on which procurement was suspended by the above-described advice, except as follows: \_\_\_\_\_

Date \_\_\_\_\_

Assistant Lend-Lease Administrator

Foreign Liaison Division

Office of Lend-Lease Administration

(For instructions regarding preparation of this form see procedural Bulletin No.12)  
Use plain paper for continuation sheets, if necessary.

